

SAINT THERESA PARISH BOARD OF EDUCATION MINUTES

OPENING PROCESS 6/20/2006

Attendees

Title	Name
<i>Board Members</i>	Father Larry Hoffmann, Bob Wrobel, Barb Chicoine, Veronica Degen, Susan Downey, Steve Kouri, Rick Prenger, Jill Rodriguez, Bet Scheetz, Kathy Wipf, Ellen Stemler, Jean Slaybaugh, Molly Henriksen, James Kroll
<i>Absent Board Members</i>	Paul Galloway, Nancy McDean, Geri McMahon
<i>Guests</i>	Ronda McCarthy, John Gaffney, Lindsay Amadeo, Diane Kroll
<i>Secretary</i>	Lisa Bourne

Opening

- **Prayer-** At 6:31 Rick called the meeting to order, and led the prayer.
- **Open Forum-** Not utilized.
- **Approval of May Minutes-** Spelling of Coleen Ites' last name needed correction in the school report. Clarification was needed in the religious education report that it was Barb Woods who attended a workshop. *Beth moved approval of the amended May minutes, which was seconded by Jill and **approved by the Board.***
- **March Minutes-** *Jill moved approval of the condensed March minutes, which was seconded by Veronica and **approved by the Board.***
- **Changes to the agenda-** Lindsay Amadeo, with a recommendation from the school marketing committee, was added to the administrator reports.

Welcome New Members

- Jean Slaybaugh and Molly Henriksen gave introductions to the Board. Ellen explained that Geri McMahon had a prior professional commitment.
- At 6:39 books were distributed to new Board members in attendance. Rick spoke about Board member responsibilities, gave preparation suggestions for new members and his thoughts on Board function. Board member responsibilities were discussed.

Election of officers

- At 6:41 discussion began of officer elections. *Susan moved to nominate Beth as Board President, which was seconded by Jill.* James Kroll arrived. There were additional

introductions, and resumption of the *motion to elect Beth as Board President, which was carried by the Board.*

- At 6:49 Rick entertained nominations for Vice President of the Board. *Barb nominated Steve, which was seconded by Jill and carried by the Board.*
- Rick recognized the Board members that were ending their terms for their service, and thanked remaining Board members.

ADMINISTRATOR REPORTS

School Marketing Committee update

Lindsay Amadeo updated the Board on the status of the committee.

- The committee began with ten members and was down to two, and had accomplished good things.
- A future focus on recruitment and retention was discussed, including how best to focus the committee's efforts.
- The Board's role in the committee's work was discussed.
- Lindsay stressed that the specific concept of a committee had evaporated with the current number of members.
- There would be compilation of committee commitments among the Board, to facilitate determination of which Board members might participate in the Marketing Committee.

Religious Education

At 7:08 Kathy addressed the Board, summarizing her report.

- Vacation Bible School was in progress. Kathy had learned a great deal and was grateful for everyone's help.
- Religious Education was transforming into Faith Formation, and likewise personnel titles would change. Information on the changes would be put in the parish bulletin. Classroom catechism sessions would be reduced with the increase of Generations of Faith events. There would be a monthly theme, the first being the Creed.
- Children's Liturgy of the Word would continue through the summer, and sacramental preparation dates had been established for the following year.
- Sacramental records had been updated, including those pertaining to previous St. Theresa parishioners who were now members of other parishes.
- After detailing her upcoming schedule, Kathy asked for questions.
- There was discussion of how to keep Wednesday nights free for church activities, including involvement in the effort with other parishes.

Middle School Faith Formation-Youth Ministry Update

At 7:20 John updated the Board, explaining the Generations of Faith approach.

- All St. Theresa educational departments should have the same focus to foster consistency, while not losing their independence.

- Religious education would not be out of the picture; rather it would remain an important aspect.
- John said the Council for Faith Formation is very important. It would be a great learning experience, and there were great ideas for the following year.
- The infrastructure was limited. Adults were needed to support retreats, other off-campus activities and fundraising efforts.
- Parents would be given interaction opportunities.
- Along with the Creed in the coming year, curriculum would include life issues, social justice and service camp opportunities.
- A Youth Ministry board would be placed in the parish hall. Parents would be able to download curriculum. A care notes display for teens would be implemented.

Father Larry said it was good for the varying groups to put forth a common direction, which is right in line with what the diocese was doing. He was delighted with the idea.

ADMINISTRATOR REPORTS -continued

Parish

At 7:43 Bob began his report.

- John Gaffney had been great in facilitating the youth group to help around the parish grounds.
- June 28 would be beginning of the Garden Angels project, which would provide service hour opportunities for the youth group. Biblical plants were planned for the terrace. Older parishioners would be coupled with the youth group for the project.
- Cleaning around the school went well, also involving the youth group.
- Bob had attended both the band concert and the wax museum, and was impressed by both.
- Parish office summer hours were 9-4, from June 4 to August 18.
- Bob discussed back-up tapes for the parish server. He was continuing to work on tuition billing through ParishSoft. Tuition statements would be mailed in early July.
- There had been a paint spill in the school from the second floor into the first-floor teacher's restroom
- All was going well.

Finance Report

At 7:51 discussion began on the finance report. Paul had met with Bob and Ellen to reanalyze the YTD figures and rework the budget based on an enrollment of 325. Rick ran down some figures for the Board.

- The school remained behind budget.
- There was \$5K in delinquent tuition, for which collection processes were in place.
- The Finance Committee was concerned about enrollment numbers.
- Childcare remained behind projection for the end of the year, largely caused by changes in utilization of the program by parents. Plans were to be more conservative in the future in building the budget.
- Hot Lunch was behind as well, but looked good for the following year.
- The Bus program was facing challenges, with one bus completely depreciated.

- There was a variance with the school that would lessen with application of the Tuition Angel figures.
- Jean had budget questions. Rick suggested that Paul give basic accounting instruction to new Board members.

School

At 8:05 Ellen distributed her report.

- The new music teacher was to meet with Ellen that Friday to sign a contract. Interviews were set for a P.E. teacher, counselor and pre-k teacher.
- There was a new state law for tuition donations.
- The awards assembly had gone well.
- Summer childcare numbers were in.
- \$1200 had been donated to the media center in Charlie Werner's name.
- Steve and Michelle Denkinger had purchased a copy machine for the school.
- Ellen discussed varying student assessments.
- It was yet to be determined whether St. Theresa would again be a site for the before and after school algebra program.
- A handbook had been established for the three-year-old program.
- There was additional discussion of student assessments.

Kitchen Update

At 8:25 Ronda recapped the past, present and future of the Nutrition Department.

- Changes included an entrée alternative, breakfast for childcare, adult soup and salad bar, improved lunchroom atmosphere, Winsnap system implementation, addition of a la carte items, parent surveys and student input.
- The lunchroom had worked on becoming HACCP-compliant. Food vendors had been changed, and Ronda was working to join a West Des Moines public school consortium, which would provide buying power while still allowing use of the current vendor. Parents preferred Roberts Dairy. Ronda was tracking costs per meal.
- There was discussion of HACCP compliance. It would be law on July 1.
- Ronda had trained to become Serv-Safe certified. More training was planned.
- All government subsidies except for the September reimbursement were received. Ronda was reducing food costs. A la carte was profitable but would not include junk food. Additional homemade desserts were being implemented. The offer-versus-serve approach was being looked at.
- Changes for the coming school year included more a la carte items, salad bar to include middle school, breakfast for all students, snacks for childcare and pre-k, improved parent communication, emailed account balances, continued menu improvement with lower fat and whole-grain items.
- Goals included nutritional, delicious meals provided in an inviting environment.
- There was discussion of menu pricing.

Student Handbook

At 9:02 Ellen asked for questions on the handbook changes, which had been emailed to the Board

prior to the meeting. There was discussion of the new student drop-off policy, zero-tolerance wording and specifics of undergarment color in the dress code. Ellen advised the Board to email her with proposed changes.

Executive Session

- At 9:06 the Board adjourned to Executive Session.

Next Meeting- August 15, at 6:30 p.m.